

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

Reserve
aTX353
.U5
no. 281

Site Supervisor's Pocket Reference Guide

Summer Food Service Program for Children

Food That's In When School Is Out!



FEDERAL
PUBLICATION

DO

U.S.D.A., NAL

APR 13 2004

CATALOGING PREP

- Order/prepare **only** one meal for each child for each meal service.
- Count the meals as they are received.
- Check the meals to be sure you have received **all** menu items and that none of the items are damaged or spoiled, and sign the delivery receipt.
- Clean the site before you serve the meal.
- Put up the approved nondiscrimination poster.
- Serve the meal **only** during the assigned time period.
- Prepare and serve the meal according to State and local health and safety standards.
- Serve each child all menu items at one time.
- Count the meals as they are given out.
- Count second meals separately, if your sponsor allows seconds. Second meals **must** be served as complete units.
- Complete the daily records in a timely manner. Keep them in a safe place away from the children and the weather.
- Clean the site after the meal.
- Encourage the children to try new foods, and minimize food waste.

DON'T . . .

- Serve second meals until **all** children at the site have been served one complete meal.
- Serve meals with missing components.
- Serve meals to parents or other adults from the community, unless allowed by your sponsor.
- Sign meal receipts until **all** meals are carefully counted and checked.
- Allow discrimination against **any** child because of race, color, national origin, sex, age, or handicap.
- Forget to have each meal service supervised by a person trained in the operation of the program.
- Hesitate to contact your sponsor if you have concerns.

Sponsor's Name

Sponsor's Telephone Number

Food Supplier's Name

Food Supplier's Telephone Number

Site Supervisor's Name

**United States Department of Agriculture
Food and Nutrition Service
FNS 281**

March 1992 / Revised March 1998

Reviewed and approved for reprinting December 2003



NATIONAL AGRICULTURAL LIBRARY



1022536549